

LCR 80. COURT REPORTERS AND TRANSCRIPTS

(a) *Scope of Rule.* The provisions of this rule apply to official court reporters, visiting judge court reporters and court reporters *pro tempore*.

(b) *Reserved.*

(c) *Reserved.*

(d) *General Reporting Requirements.*

(1) *Separate Civil and Criminal Notes.* Court reporters shall keep separate notes for civil and criminal cases.

(2) *Arguments; Voir Dire; Information Discussion.* Unless expressly requested by a party or directed by the trial Judge, the following matters will not be reported or recorded:

(A) Opening statements and closing arguments in civil cases, both jury and nonjury.

(B) Voir dire in civil jury cases.

(C) Informal discussions relating to proposed instructions.

(D) Administrative Law Reviews

(3) *Oral Rulings and Decisions.* Oral decisions by the Judge of any department that are transcribed for any purpose shall be submitted to the judge for correction prior to delivery of a final copy. The reporter shall also provide the judge with a final copy of any transcription.

(4) *Verbatim Report of Proceedings.* Preparation of an official transcript of electronically recorded proceedings conducted in Superior Court (including videotape, audiotape, and digital recordings) shall be completed by a court-approved transcriber in accordance with procedures developed by the Office of the Administrator for the Courts and the King County Superior Court Clerk.

(A) To be included on the King County Superior Court Approved Transcriber List, reporters must complete the Affidavit Requesting Transcriber Status provided by the Superior Court Clerk

(e) *Transcripts and Statements of Fact.*

(1) *Transcripts; Notice to Opposing Counsel.* Subject to making satisfactory arrangements for payment of cost, reporters shall furnish promptly all transcripts ordered by counsel. Upon request by one counsel for a transcript of any portion of the record, the reporter shall give prompt notice of the request to opposing counsel.

(2) *Statements of Fact; Ordered in Writing.* Counsel ordering statements of fact shall make a timely request, in writing. Subject to making satisfactory arrangements for payment of the cost, reporters shall furnish promptly all statements of fact on written order from counsel.

(3) *Substitution of Reporters.* In the event there is a substitution of reporters, counsel may order the transcript or statement of facts from the reporter first assigned, who shall notify the substitute reporter of the order.

(f) *Filing of Notes.*

(1) *Separate Civil and Criminal Notes.* Reporters shall file their notes for civil and criminal cases separately with the Clerk's office within thirty days after the conclusion of the trial or proceeding unless governed by SPRC 3.

EMERGENCY CHANGE TO LCR 80 ADOPTED ON SEPTEMBER 27, 2011.
EFFECTIVE OCTOBER 3, 2011

(2) **Index.** Reporters shall attach and file an index, with the numbers and titles of all trials reported, for each set of notes.

(3) **Withdrawal of Notes; Return.** After filing the notes, reporters may withdraw them for such time as is necessary to prepare transcripts, by giving a receipt therefore to the Clerk. Reporters shall return notes to the Clerk's office as the transcripts are completed, or on demand of the Clerk.

[Amended effective September 1, 1989; September 1, 2011; October 3, 2011]